

Diversity and Equal Opportunity Board Meeting Minutes

Date: Tuesday, July 24th, 2007

Time: 9:00 am – 11:00 am

Location: Jack Boyd Committee Room

Board Members/Alternates Present: Adriana Cardenas, Thomas Berndt, Michael Dudley, Laura Doty, Dana Bolles, Mike Liu, Carolina Blake, Tom Edwards, Eugene Tu, Naz Haghbin, Carol Carroll, Dee Morrison, Jane Babicz, Deborah Feng, Ron Liang, Brenda Collins

Others Present: Gabriella Avila, Pepsi Phounrath, Barbara Miller, Brett Vu, Darlene Gross, Debbie Strine, Monica Garcia

The DEOB was chaired by Adriana Cardenas, the meeting began at 9:10 am.

Approval of Minutes – Adriana Cardenas

Cardenas called for approval of the minutes from the last DEOB, the minutes were approved.

Diversity Implementation Plan Status Update –Darlene Gross

Gross presented status of the effort from the Assessment, Awareness, and Action teams. The Assessment team is working with Westat on development of the Diversity Assessment Survey, draft survey questions have been developed and are under review by ARC, we expect a final set of survey questions to be approved by ARC on 7/31. The Awareness team and Action teams are assisting with the survey development and review.

MD-715 – Trend Analysis of Policies, Procedures, Practices affecting the Hispanic Advisory Committee for Employees – Eugene Tu

Tu presented data collected to date on hiring trends for Hispanics for this past year at ARC.

Recruitment & Outreach								
US	CA	Bay Area	All Degrees (US)	S&T Degrees (US)	Applications to date	Certs to date	Selections to date	ARC population
15%	35%	21%	5.1%	7.2% BS 5.2% MS 4.1% PhD	7.9%	TBD	5.4%	7%

A question was asked if the subcommittee will look at hiring best practices. Tu responded that the subcommittee would look at this data. A question was asked if the subcommittee could look at data for those who declined offers. This data is not available in a form that can be used to extract the information on Hispanic applicants, however Dee Morrison mentioned that typically there are three declines for every hire. Tom Edwards commented that the data indicates that the number of hires are indicative of random chance as opposed to a directed effort, Tu concurred. Barbara Miller commented that the recruitment & outreach should also extend to include the S&T Degrees. Tu relayed that outreach should occur at all levels of the recruitment process. Doty commented that Ames managers should be proactive in the outreach process because there are excellent resources available to solicit applicants and share vacancy information, but somewhere Ames is “missing the mark”, “we” aren’t as effective in the outreach process as we should be, and something should be done to make the process better.

MD-715 – Trend Analysis of Policies, Procedures, Practices affecting the Women’s Advisory Committee – Paul Davis

No update, deferred to the next DEOB.

New Employee Involvement in DEOB – Steve Zornetzer, Paul Davis,

No update, deferred to the next DEOB.

Charter for the Disability Council – Michael Dudley

The draft charter was presented to the DEOB, Mike Dudley expressed his concern of conflicting needs – the inclusion of those who have accessibility needs and the privacy of individuals with disabilities and the need to maintain anonymity. It was noted that the advisory group membership list is kept confidential except for the group’s officers, this protects employees who do not want to publicize that they have a disability. Comments were solicited on the charter. Laura Doty asked about the need for this council considering that there is currently an advisory group for disabled employees, the Employees with Disabilities Advisory Group (EDAG). Dudley described the similarities of this council to the structure currently in place for the employee safety committees.

Dudley expressed the concern to maintain anonymity and the need to be able to perform investigations and subsequent recommendations to the DEOB. Doty pointed out that Sohelia Dianati was the center POC for accessibility issues and that she works with Barbara Miller who is the Special Emphasis Program Manager for Disability. Dudley noted that these individuals are on the proposed membership for the council. The question came up as to whether the proposed members of the council should join the EDAG since it seemed that the advisory group and the proposed council have the same function. The question came up as to who can join advisory groups. Cardenas pointed out that anyone can join the advisory groups, they are open to all employees. Dudley pointed out that the council would be accountable and the council and issues brought forth would have traceability.

Discussion continued as to the charter of the EDAG and that the advisory group officers could provide that same accountability and traceability while maintaining anonymity for the advisory group members. Discussion continued as to the role of the DEOB with respect to all advisory groups. The advisory groups are grass-roots entities that interface with the ODEO office, the DEOB does not oversee the functionality of the advisory groups. The interface for the advisory groups to the DEOB is through the advisory group chair and their corresponding special emphasis program manager. The action is to review the advisory group charter and compare that to the proposed council charter to determine if there are gaps.

Draft of Centerwide for upcoming Diversity Plan Events, Diversity Assessment, and Diversity Parody Game – Mike Liu

Liu presented the draft Centerwide e-mail for the upcoming events. Morrison commented that October is a busy month, Safety Week is scheduled for October, there is a concern that these events will overwhelm the staff. Doty commented that the e-mail should include upcoming Advisory Group sponsored events, for example October is Disability Awareness Month and November is American Indian Heritage Month. Doty commented that the addition of dates would help the readability. Liu will work with Barbara Miller to revise the centerwide.

New Business and Next DEOB Meeting – Adriana Cardenas

The next DEOB meeting is scheduled for **Tuesday, August 14th at 9:00 am.** Cardenas adjourned the meeting at approximately 10:15 am.

ACTIONS:

- 1) Monthly update to the DEOB on the Diversity Initiative – Darlene Gross
- 2) Trend analysis of policies, procedures, practices affecting the Hispanic Advisory Committee for Employees – Eugene Tu
- 3) Trend analysis of policies, procedures, practices affecting the Women’s Advisory Committee – Paul Davis
- 4) New Employee involvement in DEOB - Paul Davis, Steve Zornetzer
- 5) Comparison of draft disability council charter and the EDAG Charter – Mike Dudley